

## **Resolution No. 2020-05**

### **A RESOLUTION ESTABLISHING MITIGATION EFFORTS OF THE TOWN OF SPENCER IN RESPONSE TO THE CORONAVIRUS DISEASE PANDEMIC**

**WHEREAS**, under Indiana Code 36-5-2-9 the Spencer Town Council is the legislative body charged with the responsibility of adopting ordinances and resolutions necessary for the performance of functions of the town; and,

**WHEREAS**, the novel Coronavirus Disease 2019 (“COVID-19”) is a serious public-health threat which is transmitted from human-to-human and results in symptoms ranging from fever, cough, acute respiratory distress, pneumonia, and even death; and,

**WHEREAS**, the spread of COVID-19 throughout the United States and Indiana poses a severe and imminent threat to public health and requires aggressive response measures to slow the spread of the disease and mitigate its impact; and,

**WHEREAS**, on March 6, 2020, Indiana Governor, Eric J. Holcomb, issued Executive Order 20-02 declaring COVID-19 a public health disaster emergency; and,

**WHEREAS**, a vaccine or drug is currently not available; and,

**WHEREAS**, as of March 25, 2020 the Owen County Department of Health announced that Owen County had two presumptive positive cases of novel Coronavirus subsequent (“COVID-19”); and,

**WHEREAS**, on March 23, 2020, Indiana Governor, Eric J. Holcomb, issues executive order 20-08 issuing directives for Hoosiers to Stay at Home; and,

**WHEREAS**, in light of the above and foregoing the Spencer Town Council deems it necessary to enact policies and protocols to assist with ensuring that the citizens and employees of the Town of Spencer health, safety and wellbeing are protected to the best of its abilities.

**NOW THEREFORE BE IT RESOLVED**, by the Spencer Town Council the following:

#### **SECTION I. PRIORITY**

The health, safety, and wellbeing of the citizens and employees of the Town of Spencer are of the highest priority. It is the policy of the Town of Spencer to take all necessary and proper measures to achieve this priority while simultaneously insuring the continuity of essential functions entrusted on local government.

#### **SECTION II. PUBLIC MEETINGS**

- (A) Official public meetings will continue to assure the continuity of Town of Spencer Government. Public meetings will adhere to the provisions of Indiana Executive Order 20-04 and as supplemented by Executive Order 20-08. Public meetings will be limited to only essential matters critical to the operations of town government.

- (B) Town of Spencer public meetings shall adhere to the national guidance standards which recommend no in-person meetings of more than ten (10) people. There shall be a distance of no less than six (6) feet between any individual attending the meeting. Media personnel shall be given priority to attend the public meeting. Public meetings shall remain open to the public subject to the national guidance recommendations referenced above. All public meetings will be recorded and/or livestreamed for public viewing to encourage the public to view from the safety of their home.
- (C) Town of Spencer public meetings adhere to Executive Order 20-02 which requires only one member of the governing body to be physically present at the public meeting. All other members may participate in the meeting via electronic communication. Members not physically present at the meeting may communicate by telephone, computer, video conferencing, or any other electronic means of communication. Members not physically present but participating by electronic communication are considered present at the meeting to establish a quorum and may participate and vote on any final action. All votes shall be roll call votes. Notice of any public meeting will be given pursuant to the directives given in Executive Order 20-02.

### **SECTION III. TOWN OF SPENCER MUNICIPAL BUILDING**

- (A) The Town of Spencer Municipal Building, with the exception of the Town of Spencer Police Department, shall be closed to the public effective the 18th day of March, 2020 at 08:00 a.m. until 11:59 p.m. on the 6th day of April, 2020. Any potential closing beyond April 6th, 2020 will be re-evaluated by the Spencer Town Council. All Town employees shall continue to report to work during this period and conduct business of Town government. Individual departments will accept phone calls and emails to assist the public. There is a drop box on the outside of the building where items such as sewer payments may be delivered.
- (B) The following exceptions to restricting the public from the Town of Spencer shall apply:
  - 1. The Town of Spencer Police Department will remain open to the public as they are necessary to the continued public, health, safety and welfare of the community.
  - 2. If exceptional circumstances require a member of the public to appear in person for any office other than the Spencer Police Department, the following procedures shall be followed:
    - (a) The member of the public shall contact the elected official or department head by telephone or email and request an appointment.
    - (b) The elected official or department head shall evaluate the request to determine if it is an essential statutorily required service that requires a face-to-face meeting. All such appointments shall be at

the discretion of the elected official or department head. These appointments shall be solely granted upon a showing that the matter is essential and cannot reasonably be conducted by electronic or paper communications. Such meetings are extraordinary and should not be routinely granted. All special appointments shall be conducted with the minimum number of people for the minimum duration possible. The member of the public shall immediately and directly report to the respective office and immediately leave at the conclusion of the essential business.

#### **SECTION IV. TOWN EMPLOYEES**

- (A) Town employees will continue to report to work during this period and conduct the business of Town of Spencer government.
- (B) If an employee is sick, they should stay home. Employees who come to work and show symptoms of illness will be isolated and sent home.
- (C) All work-related travel to any conference, meeting, workshop, or other work-related activity to any location out of state shall be prohibited unless deemed to be an emergency or law enforcement activity.
- (D) Any town employee that has traveled outside the United States or has been in contact with any person that has traveled outside the United States shall not be allowed to return to work until they have been in quarantine for no less than fourteen (14) days from the date of return to their home unless placed in quarantine by the U.S. Government.
- (E) Any town employee that develops symptoms, tests positive for COVID-19, or has been in close contact with someone diagnosed with COVID-19 shall be quarantined at home for no less than fourteen (14) days and shall not be permitted to return to work until such time as they are symptom free.

#### **SECTION V. PUBLIC DROP BOX**

The Town of Spencer Offices will continue to conduct Town of Spencer business on a daily basis. A drop box is available to the public for business that does not require face-to-face transactions. Such box is located inside the main door to the municipal building. The public should place all documents, paperwork and check payments that need to be processed into an envelope addressed to the applicable office. Town of Spencer departments shall not accept cash payments.

#### **SECTION VI. PUBLIC RECORDS REQUESTS**

Pursuant to Executive order No. 20-09 any public records requests must be made in writing and either placed for delivery by U.S. mail, fax or email. The receipt of the request will not be considered acknowledged until after April 7, 2020 and response will be made within a reasonable time after April 7, 2020.

## **SECTION VII. PAYMENT OF CLAIMS**

(A) The Spencer Town Council approves and authorizes the Spencer Town Clerk-Treasurer to make payment for the following types of expenses in advance of formal allowance by the Town Council.

1. Property or services purchased or leased from the United States government, its agencies, or its political subdivisions.
2. License or permit fees.
3. Insurance premiums.
4. Utility payments or utility connection charges.
5. General grant programs where advance funding is not prohibited and the contracting party posts sufficient security to cover the amount advanced.
6. Grants of state funds authorized by statute.
7. Maintenance or service agreements.
8. Leases or rental agreements.
9. Bond or coupon payments.
10. Payroll.
11. State, federal, or county taxes.
12. Expenses that must be paid because of emergency circumstances.

(B) Each payment of expenses under this section must be supported by a fully itemized invoice or bill and certification by the fiscal officer.

(C) The Spencer Town Council will review and allow the claim at its next regular or special meeting following the preapproved payment of the expense.

This Resolution shall be in full force and in effect immediately upon its adoption and publication as required by law.

**DULY RESOLVED AND ADOPTED** this 30th day of March , 2020 by the Town Council of the Town of Spencer, Owen County, Indiana, having been passed by a vote of 3 in favor and 0 opposed.

**SPENCER TOWN COUNCIL:**

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Michael Spinks, President

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Dean Bruce, Town Board Member

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Jon Stantz, Town Board Member

ATTEST:

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Cheryl Moke, Spencer Town Clerk/Treasurer